



Exporter Registry Form - Required For Textile and Apparel and Raw Cotton Exports To Turkey

Summary:

The Turkish Undersecretariat for Foreign Trade has issued a new communiqué No. 2009/21, which obligates all Textile and Apparel exporters as well as Raw Cotton exporters into Turkey to provide the Exporter Registry Form. This report outlines the procedure to fill out and have the Exporter Registry Form approved for U.S. textile and apparel companies.

The Turkish Undersecretariat of the Prime Ministry for Foreign Trade has issued a new communiqué No. 2009/21, titled “The Communiqué regarding the Registry of Textile and Apparel Importing”.

Accordingly, as of February 1, 2009, for all Textile and Apparel as well as Raw Cotton exports into Turkey, the exporters are obliged to provide information through filling out the **Exporter Registry Form** and having it approved officially. Below are the required steps:

- 1) The enclosed **Exporter Registry Form needs to be filled out**. Confidential company information can be marked “Confidential” on the Exporter Registry Form. Exporter Registry Form can also be downloaded from the web link: <http://www.itkib.org.tr/ithalat/dosyalar/2009-21.doc>
- 2) The Exporter Registry Form then needs to be authenticated (signed and sealed) by a competent authority, such as the **exporter’s local Chamber of Commerce**, which also issue documents such as certificates of origin. It is also possible to have the Exporter Registry Form authenticated by another competent authority, which is defined as “legal entities, authorized to approve the genuineness of signatures and seals appearing on documents”.
- 3) The local Chamber of Commerce approved Exporter Registry Form then needs to be brought/sent to the nearest **Turkish Consulate, Consular Services to be approved** (legalized). Enclosed please find the list and contact information of Turkish Consulates in the U.S.A. and the states they cover.

The approval process of the Turkish Consulate takes 2-3 days. If sent, a self-addressed, stamped return envelope or a courier airway bill with company address and account number on it should be provided, for the Turkish Consulate to send back the approved Exporter Registry Form.

It is advised to check the applicable fee with the Turkish Consulate; however the minimum fee per document approval is \$18. Payments can be made by cash, company check or money order, made out to “Turkish Consulate General”.

Approvals of the local Chamber of Commerce (competent authority) and the Turkish Consulate are solely to certify that the seal and signature appearing on the form are genuine, and do not mean the approval of the content of the form.

- 4) The filled and approved form needs to be **sent to the importer in Turkey** to complete the registration process.

The Exporter Registry Form is valid for one calendar year; however it will be sufficient to provide the Form only once, for the first shipment to a particular importer. For the following calendar years, copies of the original authenticated and approved Form can be certified by the Importer in Turkey through a Turkish Notary Public.

Any textile/apparel/raw cotton shipment arriving after February 1, 2009 will only be allowed through the Customs, if they are from registered exporter companies. There is a 60-day transition period (until April 1, 2009), where only the filled out form will be accepted, but after this period all forms must be complete with approvals.

Details on the Exporter Registry Form can also be found at the website of the General Secretariat of Istanbul Textile&Apparel Exporter Associations, under the heading "Ithalat Uygulamalari":
<http://www.itkib.org.tr>

For further questions regarding the Exporter Registry Form, you may contact Commercial Specialist Perim Ilgaz via e-mail at: perim.ilgaz@mail.doc.gov ; Phone: +90 212 335 9197; Fax: +90 212 335 9103 or visit our website: www.buyusa.gov/turkey/en

ENCLOSED DOCUMENTS:

Exporter Registry Form

List of Turkish Consulates in the U.S.A.

Disclaimer: The information provided in this report is intended to be of assistance to U.S. exporters. While we make every effort to ensure its accuracy, neither the United States government nor any of its employees make any representation as to the accuracy or completeness of information in this or any other United States government document. Readers are advised to independently verify any information prior to reliance thereon. The information provided in this report does not constitute legal advice.

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EXPORTER REGISTRY FORM			
Legal Title*			
Business Title**			
Address*** 1. Line			
Address 2. Line			
Address 3. Line			
City			
State/Province/Region			
ZIP			
Country			
Phone Number			
Fax Number			
URL			
E-mail			
Tax Authority			
Tax Registry Number			
Number of Employee (Yearly average)			
Total Sales in USD (last year)			
Year of Establishment			
Legal (Corporate) Status			
International quality certificates owned and their registry numbers			
<i>Countries products are exported to</i>			
Export country(ies)	Product(s)		

I hereby declare that the information presented above is correct and verifiable.

Name, surname and title in the company	
Company stamp and sing of the authorized person	

*The title that company is registered to.

**The title as it appears on invoice.

***Legal address that headquarters is legally registered

TURKISH CONSULATES IN THE U.S.A.

1) Turkish Embassy, Washington D.C.

Address: 2525 Massachusetts Avenue, N.W Washington, 20008 D.C.

Phone: +1 202 612 6700

+1 202 612 6701

Fax: +1 202 612 6744

E-Mail: contact@turkishembassy.org

Website: <http://vasington.be.mfa.gov.tr>

States Covered: District of Columbia, Maryland, Virginia and West Virginia.

2) Turkish Consulate General, Chicago

Address: 360 North Michigan Avenue, Suite 1405, Chicago, 60601 IL

Phone: +1 312 263 0644

Fax: +1 312 263 1449

E-Mail: trchicago@mfa.gov.tr

States Covered: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

3) Turkish Consulate General, Houston

Address: 1990 Post Oak Boulevard, Suite 1300, Houston, 77056-3813, TX

Phone: +1 713 622 58 49

Fax: +1 713 623 66 39

E-Mail: turcon@sbcglobal.net

Website: <http://houston.bk.mfa.gov.tr>

States Covered: Arkansas, Alabama, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee and Texas

4) Turkish Consulate General, Los Angeles

Address: 6300 Wilshire Blvd, Suite 2010, Los Angeles, 90048 CA

Phone: +1 323 655-8832

Fax: +1 323 655-8681

E-Mail: turkishconsulate@sbcglobal.net

Website: <http://losangeles.bk.mfa.gov.tr>

States Covered: Alaska, Arizona, Colorado, Idaho, California, Montana, Nevada, Oregon, Utah, Washington, Wyoming, Hawaii and Pacific Islands

5) Turkish Consulate General, New York

Address: 821 United Nations Plaza New York, 10017 NY

Phone: +1 212 949 0160

Fax: +1 212 983 1293

E-Mail: tcbkny@broadviewnet.net

Website: <http://www.turkishconsulateny.org/>

States Covered: Connecticut, Delaware, Florida, Georgia, Kentucky, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont and Puerto Rico